



# The Town of Fenwick Island

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800 Coastal Highway  
Fenwick Island DE 19944  
302.539.3011 \* Fax: 302.539.1305

[www.fenwickisland.delaware.gov](http://www.fenwickisland.delaware.gov)

## **REQUEST FOR PROPOSAL (2011-2) January 14, 2011**

The Town of Fenwick Island is requesting proposals for the **purchase and installation of 10kW DC photovoltaic system on the rooftop of its Public Works Building** consistent with Grant Award DE047C made through the Energy Efficiency & Conservation Block Grant (EECBG) Program (Award DE-EE0000775). This funding is provided through the American Recovery and Reinvestment Act of 2009 and all work is subject to standards detailed in this legislation.

### **Product Specifications and Scope of Work**

#### **EQUIPMENT SPECIFICATIONS**

1. Roof mounted 10.120 kW DC, STC (\$4.49/DC watt) photovoltaic system
2. System Components: Qty: 44-mfg 67. 230W Single Crystal Grid Connect Module. White Backsheet.
3. Inverter(s): Qty: 1 – mfg 84. 10000W (240 Vac) Utility Interactive Inverter.
4. Standard Components: Racking and mounting components per Uniform Building Code. AC an DC disconnects per National Electric Code and Utility. Wiring, conduit and overcurrent protection per National Electric Code. Roofing sealant and flashings as required.

#### **MISCELLANEOUS REQUIREMENTS**

1. Installation includes placement of solar panels in a contiguous array on the roof of the Public Works Building located at 800 Coastal Highway, Fenwick Island, DE 19944.
2. All wiring and conduit necessary to interconnect modules; array string combiner box; wiring necessary to connect modules to inverter; mounting inverter on wall (non UPS) or on existing concrete floor or pad (UPS) within 200' of electrical panel; AC disconnect devices by required code or electric utility; new breaker(s) in existing electrical panel; essential loads subpanel within 25' of existing electrical panel (UPS only); up to four existing electrical circuits transferred to new essential loads subpanel (UPS only).
3. All wiring is routed in surface mounted conduits or raceways.
4. Job site will have a neat, clean appearance during and after the job is completed.
5. Process the municipal permits (Construction and Electrical) and zoning approvals if necessary for installation of the system. The cost of permits will be paid by the Town of Fenwick Island.

6. Be responsible for the completion and filing of the Utility Company Interconnection Application.
7. Carry out a structural analysis for the roof using an independent structural engineering firm. The cost of the structural analysis will be included in the "Total System Cost". Any roof reinforcing that might be needed, if determined by the structural analysis, will be paid by the Town of Fenwick Island.
8. Warranty should include the limited manufacturer's warranties for the solar modules, inverters and racks **and** a five (5) year limited system warranty by the installer, including parts and labor, on all components of the system in addition to the roofs directly affected by the installation of the solar system along with any part of the building that is also directly affected by the installation.

#### **ADDITIONAL REQUIREMENTS**

1. Refer to EECBG program Subcontractor Requirements (Attachment B). All work contracted by the Town of Fenwick Island shall be consistent with the requirements contained therein. In particular:
  - a. A waste management plan is required (Sections 12, 14 and 15)
  - b. American made products and equipment are required in most instances (Sections 21, 22 and 23).
  - c. Prevailing wage rates apply, consistent with the Davis-Bacon Act and Certified Payrolls are required (Sections 24 and 26).

#### **TOWN'S RIGHT TO REJECT PROPOSALS**

The Town of Fenwick Island reserves the right to refuse any and all bids.

#### **DELIVERY OF PROPOSAL**

Proposals shall be delivered in sealed envelopes, and shall bear on the outside the name and address of the Vendor as well as the designation of the contract. They must be received at The Town of Fenwick Island, 800 Coastal Highway, Fenwick Island, DE, 19944, by noon on Friday, February 4, 2011.

#### **CONFIDENTIALITY**

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than The Town of Fenwick Island Proposal Evaluation Team or its designated agents.

#### **DISQUALIFICATION**

Vendors and providers of non-professional services who engage in fraud, collusion or are found to have a conflict of interest with regard to the Town of Fenwick Island will be disqualified from engaging in business with the Town of Fenwick Island.

#### **EQUAL OPPORTUNITY**

The Town of Fenwick Island shall procure goods and services without regard to the race, creed, color, sex, age or national origin of the vendor or provider. Such vendors and providers are

similarly expected to exercise Equal Employment Opportunity practices within their respective firms. Firms that have been debarred or are otherwise deemed ineligible to conduct business in the State of Delaware are ineligible to conduct business with the Town of Fenwick Island, as well.

### **FORCE MAJEURE**

Neither the vendor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to government restriction, strike, flood, fire or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

### **PERMITS AND LICENSES**

All necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the Vendor at its own expense.

### **PERFORMANCE BOND REQUIREMENT**

Contractors awarded contracts are required to furnish a 100% Performance Bond award. Said bonds shall be conditioned upon the faithful performance of the contract. This guarantee shall be submitted in the form of good and sufficient bond drawn upon an Insurance or Bonding Company authorized to do business in the State of Delaware.

### **MANDATORY INSURANCE REQUIREMENTS**

As a part of the contract requirements, the Vendor shall obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the State. All Vendors shall carry Comprehensive General Liability and all other coverage listed below.

--Comprehensive General Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

--Product Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

--A Certificate of Liability for the above coverage shall be provided to the Town of Fenwick Island prior to the beginning of work.

### **STATE OF DELAWARE BUSINESS LICENSE**

Prior to receiving an award, the successful Vendor shall furnish the Agency with proof of State of Delaware Business License.

Information regarding the award of this contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject your organization to applicable fines and/or interest penalties.

We thank you for your consideration and look forward to your timely response. Please feel free to contact my office if you need any further information.

Wilmer E. Abbott, IV.  
Town Manager